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ADDENDUM NO. 1
October 26, 2015

ITB 16-0604
HVAC Filters

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum within the bid response, or by completion and return of the addendum acknowledgement section of the solicitation. Failure to acknowledge each addendum may prevent the bid or proposal from being considered for award.

This addendum does not change the date for receipt of bids or proposals.

Questions regarding this solicitation are due October 30, 2015. The purpose of this addendum is to address questions received to date.

Question 1: I saw the number of estimated filters per year. Would you be able to give me an estimate based on past years about how many times you order per year? Thank you very much. I look forward to potentially doing business with you in the future.

Answer 1: Orders are usually placed on a quarterly basis but the County may place orders outside this timeframe if a need arises. There is no guaranteed volume, or quantity, to be purchased under any resulting contract, and quantities given in the ITB, although estimated using previous usage, are for evaluation purposes only.

Question 2: As I was reading through the ITB, I noticed sections 1.23 and 1.25. Section 1.23 says that we need to maintain adequate stock levels at our place of business. Then section 1.25 talks about what to do if we are using our manufacturer as the source of supply. Our plan is to do that and drop ship the items from our manufacturer. That being the case, would that preclude us from having to maintain our stock here since it's maintained by our manufacturer?

Answer 2: The County's main concern/goal is to receive shipments (and any back ordered items) within the specified number of days, per Sections 1.10 and 1.10.2 of the ITB. Vendors who choose to drop ship from a third party should verify that the third party maintains adequate stock levels to assure prompt delivery. By way of this Addendum, Section 1.23 is modified to read as follows:

Section 1.23: Stock Levels

The vendor(s) shall ensure that adequate stock levels are maintained in order to assure the County of prompt delivery. If the delivery terms specified in the solicitation are not fulfilled by the vendor, the County reserves the right to cancel the order, purchase the goods elsewhere, and charge the vendor for any re-procurement costs incurred by the County. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

Acknowledgement of receipt of Addendum:

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Typed/Printed Name: _____